

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 600-23

29 December 1999

Effective: 29 January 2000

Military Personnel
USMEPCOM MILITARY PERSONNEL PROGRAM

FOR THE COMMANDER:

OFFICIAL:

MAURICE BUCHANAN
COLONEL, USA
Deputy Commander/Chief of Staff

/SIGNED/
TERRENCE N. TIERNAN
Director, Information Management

DISTRIBUTION:
A

Summary. This regulation provides policies and procedures for military personnel issues within the United States Military Entrance Processing Command (USMEPCOM).

Applicability. This regulation applies to all military members assigned to USMEPCOM. This regulation does not apply to applicants or shippers.

Supplementation. Supplementation to this regulation is prohibited without prior approval of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MHR-PE, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Director, Information Management, HQ USMEPCOM. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

*This regulation supersedes USMEPCOM Reg 600-5, 10 September 1992; USMEPCOM Reg 600-15, 7 February 1991; USMEPCOM Reg 612-2, 2 March 1990; USMEPCOM Reg 672-4, 14 December 1995; USMEPCOM Reg 672-1-1, 25 April 1990; and USMEPCOM Memo 600-10, 5 February 1995.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, Human Resources Directorate, Military Personnel Division (MHR-PE). Users will send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: MHR-PE, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management control process. This regulation contains management control provisions and identifies key management controls that must be evaluated. The management control evaluation checklist is at appendix B.

Contents

	Paragraph	Page
Chapter 1		
General		
Purpose	1-1	1-1
References	1-2	1-1
Abbreviations and terms	1-3	1-1
Responsibilities	1-4	1-1
Management control evaluation checklist	1-5	1-2
Chapter 2		
Assignment Issues		
Minimum requirements	2-1	2-1
Service specific assignment actions	2-2	2-2
Unique assignments	2-3	2-3
Chapter 3		
Sponsorship and Orientation Program		
Overview	3-1	3-1
Process	3-2	3-1
Sponsorship of personnel detaching from USMEPCOM	3-3	3-3
Filing of sponsorship documentation	3-4	3-4
Chapter 4		
Personnel Actions		
General	4-1	4-1
Processing personnel actions	4-2	4-1
Chapter 5		
Promotion		
Army enlisted personnel	5-1	5-1
Army officers	5-2	5-1
Air Force enlisted personnel	5-3	5-1
Air Force officers	5-4	5-1
Navy promotion/advancement issues	5-5	5-1
Marine Corps promotion/advancement issues	5-6	5-2
Stripes for Exceptional Performers (STEP)	5-7	5-3
Announcement of centralized promotion selection boards	5-8	5-3
Promotion of centrally selected personnel	5-9	5-4

	Paragraph	Page
Chapter 6		
Military Personnel Decorations and Special Recognition Program		
Overview	6-1	6-1
Process	6-2	6-1
Authority	6-3	6-1
Recommendations	6-4	6-1
Certificates	6-5	6-3
Timeliness	6-6	6-3
Chapter 7		
Military Member of the Quarter/Year		
Overview	7-1	7-1
Criteria	7-2	7-1
Nomination Process	7-3	7-1
USMEPCOM Military Member of the Year	7-4	7-3
Awards	7-5	7-3
Chapter 8		
Personnel Information Management System (PIMS) Procedures		
PIMS	8-1	8-1
Coordination	8-2	8-1
Chapter 9		
Casualty Reporting, Notification, and Assistance		
Overview	9-1	9-1
Process	9-2	9-1
Table		
4-1. Personnel actions		4-2
Figures		
3-1. Sample memorandum to a losing commander		3-5
5-1. Sample announcement memorandum of a centralized promotion/selection board		5-5
5-2. Sample confirmation memorandum of eligible personnel		5-6
6-1. Sample of a completed award citation		6-4
B-1. Sample of a completed DA Form 11-2-R		B-4
D-1. Sample of a completed DA Form 638		C-3
Appendixes		
A. References		
B. Management Control Evaluation Checklist-Military Personnel Management and Administration		
C. Instructions for Preparing USMEPCOM Form 600-23-5-R-E		
D. Instructions for Completing DA Form 638		

Glossary

Chapter 1

General

1-1. Purpose

The purpose of this regulation is to establish policies and procedures for military personnel issues.

1-2. References

Required and related publications as well as required and prescribed forms are listed in appendix A.

1-3. Abbreviations

Abbreviations used in this regulation are listed in the glossary. The term servicing military personnel center used throughout this regulation refers to the personnel support battalion, Inspector-Instructor Staff, personnel support detachment, and military personnel flight.

1-4. Responsibilities

a. Director, Human Resources (MHR-PE) is responsible for:

- (1) Proponency of this regulation.
- (2) Exercising staff supervision of the sponsorship program.
- (3) Updating military personnel information in the Personnel Information Management System (PIMS).

b. Director, Information Management, is responsible for providing new users with passwords and technical support for PIMS via the Information Help Desk.

c. Sector commanders are responsible for:

- (1) Establishing policies and procedures to ensure the MEPS comply with this regulation.
- (2) Establishing procedures to monitor and control the sponsorship program within their sectors.

d. Headquarters, Headquarters Company Commander (MHC) and MEPS commanders are responsible for:

- (1) Establishing policies and procedures to comply with this regulation.
- (2) Establishing procedures to monitor and control the sponsorship program within the headquarters.
- (3) Establishing procedures to make liaison with the servicing military personnel centers of all branches of Service (i.e., contact telephone numbers and mailing addresses).

e. Command Sergeant Major/Senior Enlisted Advisor is responsible for:

- (1) Chapter 7 of this regulation.
- (2) Announcing the date for USMEPCOM's Military Member of the Year Board and the suspense date for receipt of nominations.

(3) Establishing a selection board of four noncommissioned officers (NCOs), one from each Service, if possible, and assigning questions on subjects per paragraph 7-3b.

(4) Serving as president of the selection board.

(5) Displaying the Military Member of the Year photo.

f. Sector senior enlisted advisor is responsible for:

(1) Announcing the date for the sector's Military Member of the Year Board and the suspense date for receipt of nominations.

(2) Establishing a selection board of four NCOs, one from each Service, when possible, and assigning questions on subjects per paragraph 7-3b.

(3) Serving as president of the selection board.

(4) Displaying the Military Member of the Year photo.

g. HQ USMEPCOM and MEPS first sergeants are responsible for:

(1) Announcing the date for the appropriate selection board and the suspense date for receipt of nominations at least 2 weeks prior to the board convening date.

(2) Establishing a selection board of four NCOs, one from each Service, when possible, and assigning questions on subjects per paragraph 7-3b.

(3) Providing each nominee a copy of subject topics, which will be asked at the board.

(4) Serving as the president of the selection board.

(5) Preparing the appropriate award and arranging for a ceremony and photographs.

(6) Displaying the Military Member of the Quarter/Year photo.

h. Sponsors are responsible for providing assistance to the member to ensure a smooth transition. The sponsor will comply with procedures in paragraph 3-3e.

1-5. Management control evaluation checklist

The MEPS management control evaluation checklist, in appendix B, will be used to evaluate key management controls. DA Form 11-2-R (Management Control Evaluation Certification Statement) will be used to evaluate management control evaluations.

Chapter 2

Assignment Issues

2-1. Minimum requirements

a. Personnel assignment. All personnel selected for assignment to USMEPCOM must be mature individuals with sufficient military experience and personal stability to perform independently with minimum supervision and leadership. The following criteria is essential in identifying an individual as professionally qualified and personally prepared for assignment to USMEPCOM.

(1) Minimum grade. Enlisted personnel below the rank of E-5 will not be assigned to USMEPCOM without the approval of the Commander, USMEPCOM.

(2) Education. Personnel must be high school graduates or the equivalent.

(3) Communication skills. Ability to read and speak English clearly. The daily conduct of group briefings and instructions to individual applicants require that all assigned personnel meet this qualification.

(4) Financial stability. Have no current record of excessive indebtedness or a history of recurring indebtedness. Additional expense of living in a civilian community must be expected. Support facilities and activities normally associated with a major military installation may not be available.

(5) Personal character. No record of convictions by courts-martial or civil authority. An individual with an identified drug or alcohol problem will not be assigned to a MEPS. No record of nonjudicial punishment under the Uniform Code of Military Justice within the last 3 years.

(6) Driver's license. Must possess a valid civilian driver's license. Must not be afflicted with any physical limitation preventing the operation of a Government vehicle.

(7) Appearance. Must meet weight and grooming standards of their respective Service.

(8) Exceptional family members. All assignments for personnel with full-time dependents assigned to the Exceptional Family Members Program must be approved for the location prior to member being assigned to USMEPCOM.

(9) Medical problems. No physical impairment that will affect duty performance, or a medical condition that necessitates frequent absence for treatment.

(10) Retention. Losing commanders must ensure personnel extend or reenlist to have 3 years retainability prior to being assigned to USMEPCOM.

(11) Assignment qualifications. Selection criteria for assignment to USMEPCOM for all Services is governed by Army Regulation (AR) 601-270 (Military Entrance Processing Station), which is also identified in Naval Personnel (NAVPERS) 15909 (Naval Enlisted Transfer Manual). Additional assignment qualifications are contained in AR 614-200 (Selection of Enlisted Soldiers for Training and Assignment), Air Force Instruction (AFI) 36-2110 (Assignments), and Marine Corps Order (MCO) 1326.6C (Selecting, Screening, and Preparing Enlisted Marines for Drill Instructor, Recruiter, and Independent Duties).

b. Assignment availability codes

(1) **Army.** Soldiers assigned to USMEPCOM will have an assignment eligibility and availability Standard Installation/Division Personnel System (SIDPERS) code transaction of “W” submitted to stabilize them to the command for 36 months. MEPS will ensure the servicing military personnel center performs SIDPERS. Refer to AR 614-5 (Stabilized Tours) and AR 614-200 (Selection of Enlisted Soldiers for Training and Assignment).

(2) **Air Force.** Air Force enlisted personnel are assigned to a 3-year minimum tour. This is indicated by an assignment availability code which expires 3 years from the date arrived at station.

(3) **Navy.** Does not apply to Navy personnel.

(4) **Marine Corps.** Marines assigned to USMEPCOM should be assigned a present tour control factor code of “36” in their master record by Headquarters, U.S. Marine Corps (HQMC) or the servicing military personnel center that maintains their Service Record Book.

(5) **Coast Guard.** Does not apply to Coast Guard personnel.

2-2. Service specific assignment actions

a. Requisition process

(1) **Army.** Requisitions for replacements for out-bound soldiers are submitted via the Enlisted Distribution Assignment System by MHR-PE. Requisitions are submitted 12 to 13 months prior to the departing soldier’s normal rotation/departure date. Requisition submissions are on a “one-for-one” basis. Sectors must notify HQ USMEPCOM (MHR-PE) of unprogrammed losses (i.e., separations, retirements, chapter cases, etc.). Contact replacement is an Army policy only. This policy allows USMEPCOM to request a departing soldier’s tour be extended at USMEPCOM until a replacement is identified and cross-training is accomplished. Soldiers requesting extension of their stabilized tour should submit requests no earlier than 15 months prior and not later than 10 months prior to their departure date or normal rotation date. MHR-PE will disapprove/approve request for extension on a case-by-case basis if a requisition is requested and a known replacement has been identified.

(2) **Air Force.** Replacement action for normal tour completion will be initiated 12 months prior to completion of a 3-year minimum tour. Sector commanders are responsible for notifying MHR-PE of unprojected losses.

(3) **Navy.** Requisitions are normally generated by the Naval Personnel Center 9 months prior to the loss date of the outbound member. Every effort is made to ensure a contact relief.

(4) **Marine Corps.** The Marine Corps does not submit requisitions for replacements. HQMC, Assignments Branch, will begin looking for replacements 6 to 8 months prior to the departure date of a marine assigned to USMEPCOM. Transfer of personnel is sometimes dictated by the arrival date of the inbound marine. HQMC will do everything possible to facilitate a 30-day turnover between marines.

(5) **Coast Guard.** Requisitions are automatically generated by the Military Personnel Command 9 months prior to the loss date of the out-bound member. Every effort is made to ensure a contact relief. Transfer orders will normally direct permanent change of station (PCS) during the summer months.

b. Eligibility screening

(1) **Army.** The screening process begins when the soldier is placed on assignment instructions to USMEPCOM by DA. The losing command has the first responsibility to ensure all soldiers selected for MEPS assignment are qualified in accordance with AR 614-200. The losing command's military processing center has the responsibility to ensure screening is conducted and DA is notified when soldiers are determined to be unqualified for duty with USMEPCOM.

(2) **Air Force.** All Air Force enlisted assignments contain a PCS processing code 9AG (PPC 9AG). This code instructs the servicing military personnel center to obtain a statement from the airman's immediate commander certifying that he or she has demonstrated bearing and behavior that makes him or her a suitable representative of the United States Air Force (USAF) to the civilian community and prospective Air Force enlistees. Losing commander's certification will state that the commander counseled the member that a USMEPCOM assignment may be in a high cost living area where commissary, base exchange, Government housing, and medical facilities may not be available. The commander ensures the member understands the unusual demands of being assigned to a high cost living area. High cost or nonavailability of adequate child care may exist. The airman's commander will certify that he or she has considered the potential for difficulties and has found the member qualified for USMEPCOM assignment. This interview is documented and forwarded to HQ USMEPCOM (MHR-PE). Upon receipt a copy is provided to the respective sector.

(3) **Navy.** The screening process is to be completed and verified by the member's losing command in accordance with the NAVPERS 15909 (Enlisted Transfer Manual).

(4) **Marine Corps.** The screening process begins when the marine is selected for an assignment to USMEPCOM. The losing commander has the responsibility to ensure the marine selected for this assignment is qualified in accordance with the checklist contained in MCO 1326.6 (Marine Corps Assignment Policy). This checklist covers all items mentioned in paragraph 2-1 of this regulation. The losing commander will ensure HQMC is notified when marines are determined to be unqualified for duty with USMEPCOM.

(5) **Coast Guard.** The screening process is to be completed and verified by the member's losing commander in accordance with the Commandant Instruction (COMDTINST) M1000.6 (USCG Personnel Manual).

2-3. Unique assignments

a. Army. Soldiers will not be reassigned prior to their normal rotation/departure date on the basis of promotion (exception master sergeant promotable and as directed by DA), marital status, schooling, and assignment which requires the soldier to depart the command early. All requests for assignment/re-assignment will be forwarded through sectors to MHR-PE. Soldiers will be informed that USMEPCOM is a 3-year or 36-month stabilized tour. Requests to break a stabilized tour must be forwarded through sector, through HQ USMEPCOM to DA. Commander, USMEPCOM has disapproval authority on all personnel actions.

(1) **Attached.** Local installations will not attach a soldier to the MEPS without coordinating with sectors or MHR-PE. MEPS will not approve an attachment without coordinating with MHR-PE through the sectors. Sectors have approving authority to attach soldiers (except for compassionate reasons) with guidance from MHR-PE. DA has approval authority on all compassionate attachment requests.

(2) Compassionate assignment/reassignment. Guidelines for compassionate assignment/reassignment are covered in AR 614-200. MEPS will not assign a compassionate soldier without coordinating with MHR-PE through sector. DA is the approval authority on all compassionate requests.

(3) Assignment of married Army couples. Refer to AR 614-200. Once a soldier has been assigned to USMEPCOM he or she will not be reassigned prior to their normal rotation/departure date solely because of a change in marital status.

(4) Permissive assignment. Refer to AR 614-200. Soldiers assigned to USMEPCOM and getting married to a soldier in another area or location will not be reassigned prior to their normal rotation/departure date.

(5) Exchange assignment. Refer to AR 614-200. All exchange assignments will be initiated from USMEPCOM soldiers and forwarded through the sectors to MHR-PE for coordination and approval.

(6) Schooling. Schooling and temporary duty requests, which requires the soldier to depart USMEPCOM before his or her normal rotation/departure date, will be forwarded through sector to MHR-PE.

b. Air Force. Humanitarian reassignment requests must meet the requirements of AFI 36-2110. For humanitarian case files, MEPS coordinate with the servicing military personnel centers in processing the request. Sector or HQ USMEPCOM endorsement is not required. MEPS must keep sector informed of status on such actions.

c. Navy. Humanitarian assignments are worked on a case-by-case basis. Normally assignments are based on an agreement between MHR-PE and the MEPS' commander. (In most cases, the member will be assigned to the Navy Recruiting District vice USMEPCOM).

d. Marine Corps. In some cases, marines may be attached to a military personnel center for humanitarian purposes and work at the MEPS. Assignments in this case are based on an agreement between the military personnel center and MEPS commanders. The reason for assigning these marines to a MEPS is due to the geographical location of the MEPS, the military personnel center, and the marine's family members. These cases should be brought to the attention of the MHR-PE Marine Corps personnel manager.

e. Coast Guard. The Coast Guard does not send hardship transfers to the USMEPCOM.

Chapter 3

Sponsorship and Orientation Program

3-1. Overview

Sponsors will provide incoming military personnel with sufficient information to prepare them for the assignment, make them feel welcome upon arrival, assist with the transition of living and working in a new community, and provide them with an orientation of their new unit.

3-2. Process

a. Notification procedures

(1) Army. All notification of assignments are provided to the sectors from MHR-PE by the EDAS in the form of a personnel query. The personnel query informs the sector of an in-bound soldier's name, social security number (SSN), job title or primary military occupational specialty, grade, sex, promotion status, date of birth, date of rank (DOR), marital status, number of dependents, basic active service date, expiration service date, reporting date, mailing address, work telephone number, and losing unit of assignment. Applicable information listed above will be updated in the Personnel Management Information System (PIMS).

(2) Air Force. All notification of assignments are provided to sector from MHR-PE by a Headquarters, Air Force (HAF) personnel query. For short notice assignment actions, a message may be received from Headquarters, Air Force Personnel Center (HQ AFPC). The initial HAF query will contain personnel information such as current duty location, duty history, total active service, and DOR. All information listed above will be updated in PIMS. Unit address will be annotated on HAF query or message to assist in initiating required sponsorship actions.

(3) Navy. Navy Personnel Command (NPC) sends a nomination message to the member's losing commander, Commander, USMEPCOM, and the gaining MEPS commander. A copy of the nomination message will be sent to the sectors. MHR-PE will update PIMS with the prospective member's information. Upon receipt of the nomination message the losing commander has 2 weeks to respond by message with a completed screening on the member. NPC will release orders upon receipt of a successfully completed command screening message.

(4) Marine Corps. Notifications of inbound marine personnel received by MHR-PE will be updated in PIMS by the Marine Corps personnel manager. Copies of correspondence will then be forwarded to the sector concerned or MHC. Correspondence will include the unit's mailing address and telephone number.

(5) Coast Guard. The Military Personnel Command releases a message to the losing commander; Commander, USMEPCOM; and the gaining MEPS commander approximately 4 months prior to the transfer date. A copy of the message will be sent to the sector commander, and PIMS will be updated by MHR-PE.

b. Command welcome letters. Command welcome letters will be provided as follows:

(1) Commanders will establish procedures to send all inbound personnel a personal welcome letter within 10 days after receipt of telephonic or written notification of assignment.

(2) Commanders will notify losing commanders of individuals selected for USMEPCOM assignment and verify individuals' qualifications using USMEPCOM Form 600-23-5-R-E (Personnel Assignment

Worksheet). Instructions for obtaining and completing this form are in appendix C. Com-manders will initiate contact with losing commander within 5 days of receipt of assignment notification. (See sample letter at fig. 3-1). This procedure ensures losing commanders are familiar with the unique environment of USMEPCOM and have adequate information to properly assess the ability of individuals to be successful in the projected geographic location.

c. Sponsorship welcome packets. Commanders are responsible for developing and providing welcome packets appropriate for their geographic location. Packets may be obtained from local Army Community Service offices on Army installations, Air Force Family Services Center, Navy Family Service Centers, and through the local Chamber of Commerce.

d. Appointment of sponsors.

(1) Commanders are responsible for appointing, in writing, a sponsor for all incoming personnel within 5 days after receipt of telephonic or written notification.

(2) Commanders will provide assigned sponsors with specific responsibilities and establish control procedures to monitor the accomplishment of these responsibilities. Selection of a sponsor of the same marital status, similar grade, and branch of Service to the incoming individual is encouraged.

e. Responsibilities of sponsors.

(1) The sponsor will send a welcome letter and packet to the incoming individual within 10 days after appointment. This letter should include, but is not limited to, the following information:

- (a) Sponsor's duty and home telephone number.
- (b) A general description of the duty assignment.
- (c) The name of an office to assist in obtaining temporary housing. The sponsor will not commit the member financially without his or her consent.
- (d) A mailing address for the member.
- (e) Information about services available at nearby military installations, if applicable.
- (f) General information about the area; for example, time zones, weather, etc.
- (g) Information about available medical facilities.
- (h) Temporary accommodations, their location and prices. This should include hotel, motel, and available military facilities.
- (i) Information about the local community (i.e., schools, daycare, recreational facilities, and churches).
- (j) Government and economy housing availability. Include average cost of rent, utilities, security deposits, and advance rent, if applicable. Provide a copy of a Cost of Living Sheet for individual MEPS.
- (k) Who to contact in the event of an emergency while en route.

(2) The sponsor is responsible for providing necessary assistance and pertinent information to the incoming individual upon arrival. Assistance may include locating acceptable temporary housing, providing the member with names of available realtors in the vicinity of the workplace and of other facilities such as kennels for pets.

f. Orientation program.

(1) Phase One (Prearrival – Sponsorship). This process begins when each Service's personnel manager chooses a person for a position in USMEPCOM. Once selected for an assignment, the gaining commander contacts the individual and their losing commander to verify qualifications and to provide additional information on the specific details on the area as well as details of the duty position. Once the commander has verified the person's qualifications, the sponsor is responsible for maintaining a dialog with the incoming person to ensure him or her and his or her family have all the information they need to enjoy a smooth transition to the USMEPCOM environment.

(2) Phase Two (Community Orientation). Community orientation training will begin within the first 30 days after the newcomer arrives. Each commander is responsible for developing and tailoring community orientation based on geographic location.

(3) Phase Three (Command Orientation). Phase three should occur between 30-45 days after arrival. Each newcomer should be shown the most current USMEPCOM command overview presentation. Each MEPS has its own version of this presentation, which includes information on USMEPCOM's mission, vision, and guiding principles.

(4) Phase Four (MEPS Orientation). Phase four is an orientation on each of the functional areas within the MEPS. HQ USMEPCOM and sector personnel will receive MEPS orientation within 90 days of arrival by coordinating with the nearest MEPS. This policy ensures all USMEPCOM personnel have a sound understanding of the processes and functions within a MEPS.

3-3. Sponsorship of personnel detaching from USMEPCOM

a. Commanders will establish a written out processing policy and will ensure a minimum of 5 working days is provided for all out processing personnel from USMEPCOM for any reason (i.e., permanent change of station (PCS), retirement, etc.).

b. Upon receipt of PCS orders for an assigned member, the commander will ensure the departing member is counseled concerning the advantages and benefits to be gained from requesting a sponsor. Procedures concerning the sponsorship for departing personnel are contained in NAVPERS 15560 (Military Personnel Manual), AFI 36-2103 (Individualized Newcomer Treatment and Orientation (INTRO) Program), and MCO 1320.11 (Personnel Sponsorship Program). Commanders are responsible for ensuring required actions have been accomplished by their supporting personnel offices.

c. Personnel detaching from USMEPCOM will immediately answer correspondence from their sponsor and accomplish the following:

(1) Immediately, when known, inform the sponsor of their times, dates, and points of arrival (include flight numbers) at the new duty location.

(2) Provide the sponsor with a unit mailing address and a unit telephone number (commercial and Defense System Network).

- (3) Inform the sponsor of an expected departure date from USMEPCOM.
- (4) If desired, provide the sponsor with a leave address and telephone number.

3-4. Filing of sponsorship documentation

File documents pertaining to the sponsorship of the individual in the individual's personnel information file. File documents under file number 640a and maintain for 1 year following date of transfer or separation of the individual.

(Appropriate Letterhead)

(Office symbol)

(Date)

MEMORANDUM FOR Commander, Fourth United States Army, Fort Sheridan, IL 00000-0000

SUBJECT: Assignment Qualifications of SGT David L. Cross, USA, 000-00-0000

1. I have received notification that SGT Cross has been identified for an assignment with the (appropriate MEPS). Personnel selected for assignment to a MEPS must be mature individuals with sufficient military experience and personal stability to perform independently with a minimum amount of supervision. Individual selection criteria that must be met to be eligible for an assignment to a MEPS is contained in AR 601-270 (publications containing selection criteria for Navy, Air Force, and Marine Corps personnel are listed in USMEPCOM Reg 600-23, chap. 2).

2. The mission of the MEPS is to determine the physical, aptitude, and personal history qualifications of applicants in order that they may be processed and enlisted in the Armed Forces in accordance with the Department of Defense and individual Service standards. During the accomplishment of this mission, the professional performance and personal standards of MEPS personnel are constantly being observed by the civilian populace and by applicants who often form their first impression of the Services within the MEPS. Additionally, military personnel at the MEPS interact on a daily basis with civilian co-workers and members of the civilian community, and are often required to support themselves and their family within the local economic environment.

3. Military personnel who report to a MEPS and are found not qualified for the assignment will be reassigned to a command within their respective Service. Due to the geographic locations of our MEPS, such action often causes personal hardship for the member and his family who have to be relocated, an undesirable situation for the Service because they have to finance the relocation and embarrassment to the losing command because they failed to adequately screen the individual for the assignment. In addition, the billet which the member was projected to fill may be gapped for a minimum of 3 to 6 months. Therefore, it is imperative that you carefully screen SGT Cross for a MEPS assignment to ensure he is fully qualified and personally prepared for this duty assignment prior to detachment from your command. Enclosed is a personnel assignment worksheet to be completed by SGT Cross and yourself.

4. Factors which are most commonly observed that disqualify members from assignment to USMEPCOM and require assignment diversion are:

- a. History of financial difficulties that would indicate inability to meet financial obligations of a high cost of living area.
- b. Ongoing legal or disciplinary action at current unit of assignment.
- c. A history of alcohol and/or drug abuse.

Figure 3-1. Sample memorandum to a losing commander

(Office symbol)

SUBJECT: Assignment Qualifications of SGT David L. Cross, USA, 000-00-0000

d. The inability of a single parent to properly execute dependent care responsibilities due to extended work hours. At some locations, day care facilities may not be available or their hours of operations may not correspond to duty hours.

e. The inability of a Service member to speak English fluently. Assigned tasks may require applicant briefings to a large group.

f. Failure to have a minimum of 3 years of service retainability upon reporting to the MEPS. (This requirement must be met prior to departure of the Service member from the current unit of assignment.)

g. Failure of member to comply with the appropriate Service height, weight and body fat percentage standards.

5. Your execution of the personnel assignment worksheet and the applicable endorsement enclosed with this letter will help ensure we receive a fully qualified Service member while preventing undesirable situations such as those outlined above. I would appreciate your response by (set a suspense). Thank you for your assistance and support.

2 Encls
as

/SIGNED/
JANE DOE
Major, USMC
Commanding

Figure 3-1. Sample memorandum to a losing commander – continued

Chapter 4

Personnel Actions

4-1. General

This chapter provides a general list of personnel action requests processed through HQ USMEPCOM. This list is not all inclusive.

4-2. Processing personnel actions

Individuals requesting personnel actions must use their applicable Service regulations and forms as the primary reference. Table 4-1 is provided for assistance with processing personnel actions. Personnel actions impacting strength posture must be forwarded through the chain of command.

Table 4-1
Personnel actions

Action	Required Documentation	Servicing Military Personnel Center	MEPS	Sectors	HQ USMEPCOM	Service Headquarters
Army Enlisted Personnel Actions						
Retirement	DA Form 4187, DA Form 2A DA Form 2-1, DA Form 2339	Approval Authority	Initiate	Copy	Copy	N/A
Reassignment	DA Form 4187, DA Form 2A, DA Form 2-1	N/A	Initiate	1st Endorsement	2d Endorsement	Approval Authority
Stabilization	DA Form 4187, DA Form 2A, DA Form 2-1	N/A	Initiate	1st Endorsement	2d Endorsement	Approval Authority
Service School Attendance	DA Form 4187, DA Form 2A, DA Form 2-1	1st Endorsement	Initiate	Copy	Copy	Approval Authority
Deletion or Deferment of Assignment	DA Form 4187, DA Form 2A DA Form 2-1	Approval Authority	Initiate	Copy	Copy	N/A
Separation	DA Form 4187, DA Form 2A, DA Form 2-1	Approval Authority	Initiate	1st Endorsement	Copy	N/A
Exchange Assignment	DA Form 4187, DA Form 2A, DA Form 2-1	Coordination Required	Initiate	1st Endorsement	Copy	Approval Authority
Reclassification	DA Form 4187, DA Form 2A, DA Form 2-1	1st Endorsement	Initiate	Copy	Copy	Approval Authority
Army Officer Personnel Actions						
Service School Attendance	Memorandum	N/A	Initiate	1st Endorsement	2d Endorsement	Approval Authority
Deletion or Deferment of Assignment	Memorandum	N/A	Initiate	1st Endorsement	2d Endorsement	Approval Authority
Voluntary Release from Active Duty	Memorandum	N/A	Initiate	1st Endorsement	2d Endorsement	Approval Authority
Unqualified Resignation	Memorandum	N/A	Initiate	1st Endorsement	2d Endorsement	Approval Authority
Air Force Enlisted Personnel Actions						
Retirement	AF Form 1160	Initiate	1st Endorsement	Copy	Copy	Approval Authority
Reassignment	Memorandum	N/A	Initiate	1st Endorsement	2d Endorsement	Approval Authority
Request for Voluntary Separation	AF Form 780	N/A	Initiate	Copy	Copy	Approval Authority
Air Force Officer Personnel Actions						
Retirement	AF Form 1160	Initiate	1st Endorsement	Copy	Copy	Approval Authority
Reassignment	Memorandum	N/A	Initiate	1st Endorsement	2d Endorsement	Approval Authority
Request for Voluntary Separation	AF Form 780	Initiate	1st Endorsement	Coordination	2d Endorsement	Approval Authority

Table 4-1
Personnel actions--cont'd

Action	Required Documentation	Servicing Military Personnel Center	MEPS	Sectors	HQ USMEPCOM	Service Headquarters
Navy Enlisted Personnel Actions						
Retirement	NAVPERS 1336	Releases	Initiate	1st Endorsement	2d Endorsement	Approval Authority
Tour Extension/Curtailment	NAVPERS 1306	N/A	Initiate	1st Endorsement	2d Endorsement	Approval Authority
Request for Early Separation	NAVPERS 1306	N/A	Initiate	1st Endorsement	2d Endorsement	Approval Authority
Navy Officer Personnel Actions						
Retirement	Personal Letter	N/A	1st Endorsement	2d Endorsement	3d Endorsement	Approval Authority
Tour Extension/Curtailment	Personal Letter	N/A	1st Endorsement	2d Endorsement	3d Endorsement	Approval Authority
Request for Early Separation	Personal Letter	N/A	1st Endorsement	2d Endorsement	3d Endorsement	Approval Authority
Marine Corps Enlisted Personnel Actions						
Retirement	Request, Unit Diary	Action	Copy	Copy	Copy	Approval Authority
Tour Extension/Curtailment	AA Form, NAVMC 10274	Copy	1st Endorsement	2d Endorsement	3d Endorsement	Approval Authority
Reassignment	AA Form, NAVMC 10274	Copy	1st Endorsement	2d Endorsement	3d Endorsement	Approval Authority
Extension/Reenlistment	Request	Career Planner	Copy	Copy	Copy	Approval Authority
Drill Instructor / Recruiter Duty	AA Form, NAVMC 10274	Copy	1st Endorsement	2d Endorsement	3d Endorsement	Approval Authority
Request for PME Schools	Allocation/Action	Copy	N/A	N/A	N/A	Approval Authority
Request for Voluntary Separation	AA Form, NAVMC 10274	Copy	1st Endorsement	2d Endorsement	3d Endorsement	Approval Authority
Marine Corps Officer Personnel Actions						
Retirement	Request, Unit Diary	Action	Copy	Copy	Copy	Approval Authority
Tour Extension/Curtailment	AA Form, NAVMC 10274	Copy	1st Endorsement	2d Endorsement	3d Endorsement	Approval Authority
Request for Resignation	Personal Letter, Unit Diary	Action	1st Endorsement	2d Endorsement	3d Endorsement	Approval Authority
Augmentation	Personal Letter	Copy	1st Endorsement	2d Endorsement	3d Endorsement	Approval Authority
Request for PME Schools	Allocation/Action	Copy	N/A	N/A	N/A	Approval Authority
Request for Voluntary Separation	AA Form, NAVMC 10274	Copy	1st Endorsement	2d Endorsement	3d Endorsement	Approval Authority

Chapter 5 Promotion

5-1. Army enlisted personnel

- a. Governing directive.** AR 600-8-19 (Enlisted Promotions and Reductions).
- b. Eligibility requirements.**

(1) Refer to AR 600-8-19 for minimum eligibility requirement for promotion to sergeant and staff sergeant.

(2) Refer to AR 600-8-19 for minimum eligibility requirement for promotion to sergeant first class, master sergeant, and sergeant major.

5-2. Army officers

- a. Governing directive.** AR 600-8-29 (Officer Promotions).
- b. Eligibility requirements.** A DA centralized selection board meets annually to consider eligible officers for promotion. The board schedule is announced annually which lists the convening date, grade, primary and secondary zone of consideration. A memorandum listing the criteria for each promotion zone is announced approximately 6 months prior the board convening date.

5-3. Air Force enlisted personnel

- a. Governing directive.** AFI 36-2502 (Airman Promotion Program).
- b. Eligibility requirements.** Refer to AFI 36-2502 for minimum eligibility requirement for promotion to E-2 through E-9.
- c. Selection.** Personnel are selected for promotion based on an established cutoff score based on a point system, promotion test results, and board score (board score applies to E-8 and E-9 promotions only). AFI 36-2502 lists the formula for calculating points and factors for promotion score. Additionally, AFI 36-2502 lists the formula for calculating points and factors for promotion to E-8 and E-9.

5-4. Air Force officers

- a. Governing directive.** AFI 36-2501 (Officer Promotions and Selective Continuation).
- b. Eligibility.** Refer to AFI 36-2501 for promotion eligibility criteria for Air Force officers.
- c. Selection.** A central selection board convenes at HQ AFPC annually to consider eligible officers for promotion. The board schedule is published annually which lists the convening dates for the promotion board. A memorandum listing the criteria promotion consideration is published approximately 6 months prior the board convening date.

5-5. Navy promotion/advancement issues

- a. Navy enlisted personnel.** Eligibility criteria must be met in accordance with Bureau of Naval Personnel (BUPERS) Instruction 1430.16 (Manual of Advancement).

b. Selection.

(1) E-4 through E-6. Personnel are tested in March and September. The results and profile sheets are released in May and November to the servicing military personnel centers. HQ USMEPCOM does not receive information for USMEPCOM.

(2) E-7. Personnel are tested in January. In March the profile sheets and board eligibility results are released to the servicing military personnel centers. The selection board convenes in June and results are released in July.

(3) E-8 and E-9. Worksheets are completed once a year not later than the first week in November. The selection board convenes in March and results are released in April.

c. Navy officer. Officer eligibility is released annually by an All Navy (ALNAV) message in December for the following year's selection boards. This ALNAV list indicates the name, lineal number, and date of rank of the senior in-zone, junior in-zone, and junior officer eligible for consideration for promotion in each competitive category. This message also lists the convening dates of the boards.

d. Selection. Upon completion of the boards it takes approximately 3 months for the results to be released.

5-6. Marine Corps promotion/advancement issues

a. Governing directives. MCO P1400.31 (Marine Corps Promotion Manual, Volume 1, Officer Promotions) and MCO P1400.32 (Marine Corps Promotion Manual, Volume 2, Enlisted Promotions).

b. Enlisted eligibility. Promotion boards for enlisted marines will convene annually at Headquarters Marine Corps (HQMC). The promotion zones and cutoff dates will be announced 60 days prior to the convening date of each board to determine eligibility.

c. Selection. Enlisted promotion boards will convene for the determined period announced in the eligibility message or all marines administrative (MARADMIN) message. Once the selections are made, the list is normally published via MARADMIN within 1 week.

d. Officer eligibility. Selection boards for officers will convene annually at HQMC. The promotion zones and cutoff dates will be announced 1 month prior to the convening date of each board to determine eligibility.

e. Selection. The promotion boards will convene for the determined period announced in the eligibility message. Once the board completes the selection process, the announcements of selections could take from 1 to 3 months. The message for officer selection results will be released via ALNAV message.

f. Frocking. Frocking in the Marine Corps is not authorized for enlisted personnel and is reserved for those officers filling command billets only. Those officers filling the billet of commander can be frocked to the grade of major (O-4) only after an official request is submitted to the Commandant of the Marine Corps. All requests for frocking will be sent via HQ USMEPCOM. The final approval will be granted by the Commandant of the Marine Corps office code.

5-7. Stripes for Exceptional Performers (STEP)

The STEP Program was established in 1980, it is designed to meet those unique circumstances in which, in the commander's judgement, clearly warrant promotion. Annually HQ AFPC announces the number of STEP quotas for each command. Historically, USMEPCOM has been authorized one quota which may be used to promote one staff sergeant (E-5) to technical sergeant (E-6) or one technical sergeant to master sergeant (E-7). Air Force NCOs submitted for STEP promotion consideration must meet basic eligibility requirements. Personnel nominated for promotion to technical sergeant must have 5 years time in service, personnel promoted to master sergeant must have 8 years time in service and have completed the in-resident NCO Academy. An individual may not receive more than one promotion in any 12-month period.

a. Applicability. The STEP program applies only to active duty Air Force enlisted personnel.

b. Policy.

(1) MHR-PE provides specific instructions for submitting STEP nominations on Air Force personnel assigned to USMEPCOM annually when the quotas are announced. The STEP program is governed by AFI 36-2502 (Airman Promotion Program).

(2) USMEPCOM is allocated STEP promotion quotas each fiscal year from HQ AFPC to promote highly deserving airmen to the grades E-5 through E-7. The date of rank and effective date of promotion will be the date that the Commander, USMEPCOM, announces the selection.

(3) STEP is intended to provide a means to promote airmen for compelling, although perhaps non-quantifiable, reasons. Consideration should emphasize the degree in which the airman's potential qualifies him or her for service to the next higher grade. The airman should essentially be performing above his or her present grade level. Isolated acts of heroism or specific achievements will not be the sole basis for promotion under this program. Specific achievements should be recognized via awards and decorations.

5-8. Announcement of centralized promotion selection boards

a. Announcement of centralized board convening information.

(1) MHR-PE will notify sectors and MHC by memorandum (see fig. 5-1). A copy of the memorandum will be maintained by MHR-PE and will be filed in accordance with each Services' promotion directives.

(2) Memorandum will include pertinent board information.

(3) Memorandum will provide suspense date for evaluations to arrive at HQ USMEPCOM requiring remarks by Commander, USMEPCOM, or Deputy Commander, USMEPCOM.

(4) Memorandum will provide a list of eligible USMEPCOM personnel.

(5) Sectors and MHC will verify information provided above and will provide changes within 10 working days of MHR-PE's memorandum date.

b. Confirmation of eligible personnel for centralized promotion/selection boards

(1) Approximately 1 month prior to the release date (or when the prepositioned promotion results

message is received for Army/Air Force), MHR-PE will send sectors and MHC a memorandum verifying eligible personnel (see fig. 5-2).

(a) Memorandum will include information provided by sectors and MHC in paragraph a above.

(b) Sectors/MHC will reverify eligible personnel and provide changes not later than 5 working days from the date of MHR-PE's memorandum.

(2) Information provided will be used to screen promotion results.

c. Notification of results

(1) Army/Air Force board results are prereleased to Commander, USMEPCOM. Commander, USMEPCOM will release promotion information in accordance with (IAW) the release message.

(2) Navy, Marines, and Coast Guard board results are released by ALNAV/MARADMIN messages.

(3) MHR-PE will screen all promotion release messages to determine selection status for all USMEPCOM personnel. MHR-PE will:

(a) Prepare statistical information comparing USMEPCOM results to the Service results.

(b) For Army and Air Force boards, notify sector commanders at 1300 Central Standard Time on the date prior to the release date via e-mail/FAX.

(c) Prepare congratulatory notes for the Commander, USMEPCOM.

(4) For Army: Sector commanders will establish procedures to notify nonselect personnel the day prior to the public release date of the board results. Sector commanders will establish procedures to notify personnel selected for promotion on the day of public release.

(5) For Navy, Marine, Air Force, and Coast Guard: Sector commanders will establish procedures to notify selected/nonselected personnel upon notification from MHR-PE.

5-9. Promotion of centrally selected personnel

a. MHR-PE will notify sectors and MHC of sequence number/promotion information.

b. Sectors will establish procedures to forward information to the appropriate MEPS commander.

c. MEPS commanders will establish procedures to secure appropriate promotion documents from servicing military personnel center.

(Appropriate Letterhead)

S: +10 work days

MHR-PE

Date

MEMORANDUM FOR

Commander, MHC, USMEPCOM
Commander, Eastern Sector, USMEPCOM
Commander, Western Sector, USMEPCOM

SUBJECT: Announcement of FY98 (Service) (Rank) Promotion Board Convening Information

1. References.

- a. Board Announcement Message.
- b. Applicable Service Regulations.

2. The (Service) will convene a selection board on (date) to consider (current rank) for promotion to (next higher rank). Please see the promotion message at enclosure 1. Personnel eligible for consideration have the following dates of rank:

Above the Zone (AZ)	Promotion Zone (PZ)	Below the Zone (BZ)
Applicable Dates	Applicable Dates	Applicable Dates

3. Personnel Evaluations. See paragraph ____ of attached message for specific information pertaining to personnel evaluations eligible for consideration by the board. Please note that all mandatory or optional evaluations must be received at (Service headquarters) NLT (date). Evaluations requiring HQ USMEPCOM Command Group signatures/input must be received in draft format, NLT (30 days prior to published through date).

4. According to the USMEPCOM PIMS database, the following personnel are eligible for consideration by this selection board:

Name	Date of Rank	Zone
------	--------------	------

5. Commanders must verify the eligibility of the personnel listed in paragraph 4 and submit additions, deletions and changes not later than the suspense provided above. Commanders must also provide a list of personnel eligible for a board related evaluation.

6. Point of contact is (MHR-PE Service representative) at (telephone number).

FOR THE COMMANDER:

Encl
as Lieutenant Colonel, USAF

John N. Doe
Director, Human Resources

Figure 5-1. Sample announcement memorandum of a centralized promotion/selection board

29 December 1999
23

USMEPCOM Reg 600-

(Appropriate Letterhead)

S: +5 work days

Date

MHR-PE

MEMORANDUM FOR

Commander, MHC, USMEPCOM
Commander, Eastern Sector, USMEPCOM
Commander, Western Sector, USMEPCOM

SUBJECT: Confirmation of USMEPCOM Eligible Personnel for the FY98 (Service) (rank) Promotion Board

1. References.

a. USMEPCOM Memorandum, Subject: Announcement of FY98 (Service) (rank) Promotion Board Convening Information, Dated (same as original memorandum).

b. Board Announcement Message.

c. Applicable Service regulations.

2. The (Service) convened a selection board on (date) to consider (current rank) for promotion to (next higher rank). The release date is scheduled for (date). Personnel eligible for consideration have the following dates of rank:

Above the Zone (AZ)

Promotion Zone (PZ)

Below the Zone (BZ)

Applicable Dates

Applicable Dates

Applicable Dates

3. Attached as enclosure 1 is a copy of your command's response to reference A. Commanders must reverify the eligibility of the personnel listed on the attached. Submit additions, deletions and changes no later than the suspense date above.

4. Point of contact is (MHR-PE Service representative) at (telephone number).

FOR THE COMMANDER:

/SIGNED/

Encl
as Lieutenant Colonel, USAF

John N. Doe

Director, Human Resources

Figure 5-2. Sample confirmation memorandum of eligible personnel

Chapter 6

Military Personnel Decorations and Special Recognition Program

6-1. Overview

It is the policy of USMEPCOM to recognize the contributions of our military personnel in the form of joint military decorations and other forms of recognition. Levels of awards must be commensurate with the individual's contribution for both impact awards (for specific event or achievement) and sustained superior performance (tour awards). Award recommendations must also be commensurate with the member's degree of responsibility. Since USMEPCOM is a jointly staffed command, joint awards should be considered before service specific awards. This does not preclude a recommendation for a Service specific award (e.g., Meritorious Service Medal). As an exception, Service specific awards may be considered for retirement awards.

6-2. Process

a. Recommendations for military decorations will follow the Department of Defense (DOD) 1348.33M (Manual of Military Decorations and Awards). To facilitate this process, DA Form 638 (Recommendation for Award) will be used to ensure award eligibility is consistent throughout the command in a standardized format. Anyone can recommend an award, however, the minimum level of authority for further processing the award request is a commander, director, or special staff officer. Sectors have the option of boarding awards or developing a different methodology for managing their awards and recommendations.

b. Nominations for special recognition programs (e.g., Military Member of the Quarter, Navy Shore Sailor of the Year, Air Force Twelve Outstanding Airmen, etc.) will be in memorandum format or as directed, routed and endorsed through all levels of command. File copies of award recommendations under file number 672-5-1b and retain for 2 years.

6-3. Authority

a. **Military awards.** The Commander, USMEPCOM, has the authority to award the Joint Service Commendation Medal (JSCM) and the Joint Service Achievement Medal (JSAM). The Commander, USMEPCOM delegates, the authority to award the JSAM to each sector commander. Sector commanders may downgrade JSCM recommendations and award the JSAM. Further delegation is prohibited. Higher level awards will be processed through the Commander, USMEPCOM. The Director, Human Resources will forward Service specific awards to the appropriate approval authority.

b. **USMEPCOM certificates.** All levels of command have the authority to publish USMEPCOM certificates of commendation, appreciation, achievement, and teamwork.

6-4. Recommendations

a. **Military decorations.** All award recommendations will be submitted on DA Form 638. A complete award recommendation will consist of the following documents: A completed DA Form 638 (instructions for obtaining and completing this form are in app. D) and a proposed narrative citation.

(1) Citations are prepared on 8 ½ by 11-inch plain bond paper. The citation will not exceed 16-single space lines and the font will be 14-point Times New Roman. The page will be formatted as portrait. See figure 6-1.

(2) Opening sentence must identify the awardee by grade, name, duty assignment, location and

inclusive dates. Confine the closing to one sentence and personalize the summation by using of the awardee's name and his or her attributes.

(3) For "retirement awards," use the word "long" in the closing sentence only for over 30 years of service.

(4) For JSAM, do not use the words "singularly" and "great" in the closing sentence of the citation.

(5) Award certificates will be used without reference to number of oak leaf clusters.

(6) Sample sentences for citations:

(a) Defense Superior Service Medal (DSSM):

1. Opening sentence: Colonel Anthony J. Jones, United States Army, distinguished himself by exceptionally superior service as (duty assignment) from (month year) to (month year).

2. Closing sentence for PCS: Colonel Jones' distinctive accomplishments reflect great credit upon himself, the United States Army, the United States Military Entrance Processing Command, and the Department of Defense.

3. Closing sentence for retirement: Colonel Jones' distinctive accomplishments culminated a (long and) distinguished career in the service of his country and reflect great credit upon himself, the United States Army, the United States Military Entrance Processing Command, and the Department of Defense.

(b) Defense Meritorious Service Medal (DMSM):

1. Opening sentence: Major Anthony J. Jones, United States Army, distinguished himself by exceptionally meritorious service (achievement) as (duty assignment) from (month year) to (month year).

2. Closing sentence for PCS: Major Jones' distinctive accomplishments reflected great credit upon himself, the United States Army, the United States Military Entrance Processing Command, and the Department of Defense.

3. Closing sentence for retirement: Major Jones' distinctive accomplishments culminated a (long and) distinguished career in the service of his country and reflected great credit upon himself, the United States Army, the United States Military Entrance Processing Command, and the Department of Defense.

(c) Joint Service Commendation Medal (JSCM):

1. Opening sentence: Lieutenant Commander Andrea J. Jones, United States Navy, distinguished herself by exceptionally meritorious service (achievement) as (duty assignment) from (month year) to (month year).

2. Closing sentence for PCS: Lieutenant Commander Jones' distinctive accomplishments reflected credit upon herself, the United States Navy, the United States Military Entrance Processing Command, and the Department of Defense.

3. Closing sentence for retirement: Lieutenant Commander Jones' distinctive accomplishments culminated a (long and) distinguished career in the service of her country and reflected credit upon

herself, the United States Navy, the United States Military Entrance Processing Command, and the Department of Defense.

4. Closing sentence for separation: Lieutenant Commander Jones' distinctive accomplishments while serving her country reflected credit upon herself, the United States Navy, the United States Military Entrance Processing Command, and the Department of Defense.

(d) Joint Service Achievement Medal (JSAM):

1. Opening sentence: Staff Sergeant Anthony J. Jones, United States Air Force, distinguished himself by exceptionally meritorious achievement as (duty assignment) from (month year) to (month year).

2. Closing sentence: Sergeant Jones' distinctive accomplishments reflected credit upon himself, the United States Air Force, the United States Military Entrance Processing Command, and the Department of Defense.

b. Special recognition programs. Commanders are highly encouraged to develop local recognition programs to reward our top performers. Programs may also include participation in local programs (i.e., Federal Employee of the Year, Navy League of the United States, or community awards). Use this special avenue of reward to the fullest extent possible. MHR-PE will issue guidance, procedures and other logistical information for supporting these prestigious programs.

6-5. Certificates

Certificates will be awarded when occasions do not warrant a higher award. Certificates should be awarded at the lowest level possible. Commanders, directors, and special staff officers at all levels may award the following certificates: USMEPCOM Form 600-23-4 (Letter of Commendation), USMEPCOM Form 600-23-1 (Teamwork Award), USMEPCOM Form 600-23-2 (Certificate of Appreciation), USMEPCOM Form 600-23-3 (Certificate of Achievement). A proposed citation (5-10 lines) should accompany these certificates when they are submitted to HQ USMEPCOM. The certificates may be requisitioned from the HQ USMEPCOM Official Mail Distribution Control Center by faxing a completed DA Form 17 (Requisition for Publications and Blank Forms) to commercial (847) 688-3443 or DSN 792-3443.

6-6. Timeliness

Suspenses for awards to arrive at HQ USMEPCOM for processing awards (from desired date of presentation) are as follows:

Defense Superior Service Medal (DSSM)	150 Days
Defense Meritorious Service Medal (DMSM)	120 Days
Joint Service Commendation Medal (JSCM)	60 Days
Joint Service Achievement Medal (JSAM)	30 Days
Service specific awards	120 Days
Certificates	30 Days

**CITATION TO ACCOMPANY THE AWARD OF
THE DEFENSE MERITORIOUS SERVICE MEDAL
TO
ANTHONY J. JONES**

Lieutenant Colonel Anthony J. Jones, United States Air Force, distinguished himself by exceptionally meritorious service as Commander, Los Angeles Military Entrance Processing Station, from July 1996 to June 1999. Among his numerous accomplishments, Colonel Jones played a key role in the development of the . . . The Distinctive accomplishments of Colonel Jones reflect great credit upon himself, the United States Air Force, the United States Military Entrance Processing Command, and the Department of Defense.

Figure 6-1. Sample of a completed award citation

Chapter 7

Military Member of the Quarter/Year

7-1. Overview

Commanders will establish and maintain a distinct active recognition program to motivate junior enlisted military members to excel in the performance of their duties. The intent is to recognize the Service member's outstanding accomplishments. In recognition of this program, a whole person concept will be reviewed to include such attributes as conduct, appearance, military bearing, job accomplishment, board appearance, and self-improvement.

7-2. Criteria

a. Military Member of the Quarter:

- (1) Grade E-6 and below.
- (2) Assigned to USMEPCOM for a minimum of 3 months.
- (3) Recommended by the director, special staff officer, or supervisor.
- (4) No record of nonjudicial punishment action in the past 12 months.
- (5) Has not been selected as Military Member of the Quarter in that fiscal year.
- (6) Must meet Service's physical fitness, height, and weight standards, and present a professional military appearance.

b. Military Member of the Year (unless otherwise stated, applies to sector, MEPS, and MHC personnel):

- (1) Selected as winner from one of the previous Military Member of the Quarter boards for that fiscal year, or his or her designated alternate, if the primary selectee has been reassigned, is unavailable or otherwise determined to be ineligible.
- (2) Assigned to USMEPCOM for a minimum of 6 months.
- (3) Grade E-6 and below.
- (4) No record of nonjudicial punishment action during the last 12 months.
- (5) Meet the Service's physical fitness, height and weight standards, and presents a professional military appearance.

7-3. Nomination process

a. Nominations. Nominations will consist of a single-spaced memorandum of recommendation submitted to the appropriate individual conducting the board. Nomination memorandums will consider only the positions held and accomplishments made during the quarter or year for which the submission is made. Only college courses completed during the quarter or year may be included, not cumulative credit totals. A waist-up Polaroid picture is required (when nominated at sector or HQ USMEPCOM level). Each nomination will include:

- (1) Name, grade, and social security number.
- (2) Duty position and organization.
- (3) Date assigned.
- (4) Total years in military service.
- (5) Contributions made by the individual to improve the unit.
- (6) Efforts made by the individual towards self-improvement courses completed, self-motivated cross training, etc.
- (7) Community contributions by individuals.

b. Uniform.

- (1) Candidates will wear their Service's dress uniform with appropriate awards and decorations. Females will wear skirt and blouse, low quarters or pumps may be worn at the individual's discretion.
- (2) Board members - Class A or Service equivalent.

c. Score. The president of the board will only vote in case of a tie. Each voting member will score the candidate in the areas below:

- (1) Appearance.
 - (a) Cleanliness and serviceability of the uniform.
 - (b) Proper fit of the uniform.
 - (c) Placement of badges, patches, ribbons, pins, crests, and chevrons.
 - (d) General appearance within their Service's standards (e.g., haircuts, hairstyle, mustaches, sideburns, jewelry, etc.).
- (2) Military bearing.
 - (a) The ability to clearly and effectively express themselves.
 - (b) Their general appearance, carriage, deportment, and conduct.
- (3) General military knowledge.
 - (a) General military knowledge questions derived from sources common to all Services within the unit. Questions not applicable to all Services, or subjects not included as "common skills" as part of basic/recruit training program of instruction for all Services, will not be used.
 - (b) Service specific military knowledge.

(c) Current events from local, national, or international sources. Items can be derived from radio, television, or newspapers.

(d) Chain of command questions which pertain to USMEPCOM and the parent Service of the candidate.

(e) Accomplishments, self-improvement, and unit/community involvement.

(4) Each board member will be prepared to ask five questions per subject and award 2 points per correct answer.

7-4. USMEPCOM Military Member of the Year

The USMEPCOM Military Member of the year will be selected by the representatives from the two sectors and the MHC representative. Criteria for Enlisted Member of the Quarter applies. Nominees will personally appear at the annual Military Member of the Year Board. Board members will be selected by the SEA. The USMEPCOM SEA will serve as the president of the board.

7-5. Awards

a. Military Member of the Quarter (MHC and MEPS) may receive, but is not limited to:

- (1) Congratulations from the MHC/MEPS commander.
- (2) A USMEPCOM Form 600-23-3 from the USMEPCOM Deputy Commander/sector commander.
- (3) A 72-hour pass in conjunction with a 2-day weekend.
- (4) An exemption from extra duties during the entire next quarter.

b. Military Member of the Year (MHC and sectors) may receive, but is not limited to:

- (1) A USMEPCOM Form 600-23-3 and congratulations from the MHC/MEPS commander.
- (2) JSCM.
- (3) A 72-hour pass (in conjunction with a 2-day weekend).
- (4) Exemption from extra duties during the entire next year.

c. USMEPCOM Military Member of the Year may receive, but is not limited to:

- (1) DMSM subject to Training and Doctrine Command (TRADOC) approval.
- (2) A 96-hour pass (in conjunction with a 2-day weekend).
- (3) Exemption from extra duties during the entire year.

d. Winners will receive only one military decoration commensurate with the highest level at which they win. For example, if the sector winner is selected as the HQ USMEPCOM winner that person would be recommended for the DMSM. If the sector winner was not selected as the USMEPCOM winner, then that person would receive a JSCM.

Chapter 8

Personnel Information Management System (PIMS)

8-1. PIMS

PIMS is the data base used by HQ USMEPCOM to track assigned and authorized personnel actions for both military and civilians assigned to this command. This database does not interface with any other database. The PIMS is the primary means by which the MHR-PE manage replacements, track evaluations, screen for promotion boards, personnel security information, etc. PIMS is governed by the USMEPCOM Automated Data Processing Systems Manual 25-T01-ZAP-IBM-UM (Personnel Information Management System).

8-2. Coordination

Direct coordination between MHR-PE and individual MEPS is authorized to update PIMS information. To ensure the members information is current in PIMS, MEPS or sectors will send an e-mail or fax upon arrival and or departure of an individual to MHR-PE.

Chapter 9

Casualty Reporting, Notification, and Assistance

9-1. Overview

MEPS commanders will comply with governing regulations from each service for casualty reporting, notification, and assistance. MEPS commanders will maintain serious incident reports (SIRs) under file number 190-40a and destroy 1 year after completion or receipt of final report. MHR-PE will maintain SIRs and retain IAW each Services' regulation.

9-2. Process

a. Casualty reporting.

- (1) Contact the servicing personnel support organization IAW Service regulations.
- (2) Submit a SIR IAW USMEPCOM Reg 5-5 (Security, Safety, and Special Programs).
- (3) Continue to update chain of command with follow up SIR.

b. Next of kin notification (NOK).

(1) USMEPCOM personnel will not normally do NOK notification. If tasked by a Service, MEPS will make every effort to support. If MEPS is unable to comply, they must notify HQ USMEPCOM, ATTN: MHR-PE.

(2) USMEPCOM will notify NOK of USMEPCOM personnel whenever possible after coordinating with servicing casualty assistance office(r) (CAO).

(3) Counsel appointed NOK notifier IAW unit standard operating procedures (SOP) and have the CAO contact the servicing personnel support organization for further guidance.

c. CAO duty.

- (1) MEPS will maintain a duty roster.
- (2) Counsel appointed CAO IAW unit SOP and contact the servicing personnel center for further guidance.
- (3) Notify HQ USMEPCOM, ATTN: MHR-PE, of tasking requirement.

Appendix A

References

Section I

(The publication(s) needed to comply with this publication.)

Required Publication(s)

AFI 36-2103¹

Individualized Newcomer Treatment and Orientation (INTRO) Program. Cited in paragraph 3-3b.

AFI 36-2110¹

Assignments. Cited in paragraph 2-1a(11).

AFI 36-2501¹

Officer Promotions and Selective Continuation. Cited in paragraph 5-4a.

AFI 36-2502¹

Airman Promotion Program. Cited in paragraph 5-3a.

AR 600-8-19¹

Enlisted Promotions and Reductions. Cited in paragraph 5-1a.

AR 600-8-29¹

Officer Promotions. Cited in paragraph 5-2a.

AR 601-270¹

Military Entrance Processing Station (MEPS). Cited in paragraph 2-1a(11).

AR 614-5¹

Stabilized Tours. Cited in paragraph 2-1b(1).

AR 614-200¹

Selection of Enlisted Soldiers for Training and Assignment. Cited in paragraph 2-1a(11).

BUPERSINST 1430.16D¹

Advancement Manual. Cited in paragraph 5-5a.

COMDTINST M1000.6¹

USCG Personnel Manual. Cited in paragraph 2-2b(5).

DOD 1348.33M¹

Manual of Military Decorations and Awards. Cited in paragraph 6-2a.

MCO 1320.11E¹

Marine Corps Personnel Sponsorship Program. Cited in paragraph 3-3b.

Note:

1. Available electronically in the World Wide Web.

MCO 1326.6C¹

Selecting, Screening, and Preparing Enlisted Marines for Drill Instructor, Recruiter and Independent Duties. Cited in paragraph 2-1a(11).

MCO P1400.31¹

Marine Corps Promotion Manual, Volume 1, Officer Promotions. Cited in paragraph 5-6a.

MCO P1400.32¹

Marine Corps Promotion Manual, Volume 2, Enlisted Promotions. Cited in paragraph 5-6a.

NAVPERS 15560¹

Military Personnel Manual. Cited in paragraph 3-3b.

NAVPERS 15909¹

Enlisted Transfer Manual. Cited in paragraph 2-1a(11).

USMEPCOM Reg 5-5²

Security, Safety, and Special Programs. Cited in paragraph 9-2a(2).

Section II

Related Publication(s) (The publication(s) are merely a source of additional information. Users may read them to better understand the subject, but does not have to read them to comply with this publication.)

AR 600-8-2¹

Suspension of Favorable Personnel Actions (FLAGS)

AR 614-5¹

Stabilization of Tours

Section III

Required Form(s) (Form(s) needed to comply with this publication.)

DA Form 11-2-R¹

Management Control Evaluation Certification Statement. Cited in paragraph 1-5.

DA Form 17¹

Requisition for Publications and Blank Forms. Cited in paragraph 6-5.

DA Form 638¹

Recommendation for Award. Cited in paragraph 6-2a.

DA Form 2028¹

Recommended Changes to Publications and Blank Forms. Cited in the "Suggested improvements" paragraph.

Notes:

1. Available electronically in the World Wide Web.
2. Available electronically in the USMEPCOM Electronic Pubs/Forms Library.

Section IV (The form(s) prescribed by this publication. Users must use to comply with this regulation.)
Prescribed Form(s)

USMEPCOM Form 600-23-1

Teamwork Award. Cited in paragraph 6-5.

USMEPCOM Form 600-23-2

Certificate of Appreciation. Cited in paragraph 6-5.

USMEPCOM Form 600-23-3

Certificate of Achievement. Cited in paragraph 6-5.

USMEPCOM Form 600-23-4²

Letter of Commendation. Cited in paragraph 6-5.

USMEPCOM Form 600-23-5-R-E²

Personnel Assignment Worksheet. Cited in paragraph 3-2b(2).

Section IV
Prescribed File Number(s) (The file number(s) this regulation prescribes the user to file specific documents under.)

190-40a

Serious incident reports. Cited in paragraph 9-1.

640a

Informational personnel files. Cited in paragraph 3-4.

672-5-1b

Military award cases. Cited in paragraph 6-2.

Note:

2. Available electronically in the USMEPCOM Electronic Pubs/Forms Library.

Appendix B

Management Control Evaluation Checklist – Military Personnel Management and Administration

B-1. Function

The function covered by this checklist is military personnel management and administration.

B-2. Purpose

The purpose of this checklist is to assist commanders and first sergeants in evaluating the key management controls listed below. It is not intended to cover all controls.

B-3. Instructions

Answers must be based on actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, others). Answers which indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

B-4. Test questions

- a. Does the MEPS/sector have access to the following Service directives?

AR 623-105 (Officer Evaluation Reporting System)
AR 623-205 (Enlisted Evaluation Reporting System)
AR 600-20 (Army Command Policy)
AR 600-37 (Unfavorable Information)
AR 600-8-10 (Leaves and Passes)
AR 600-8-11 (Reassignment)
MCO P1610.7 (series) (Performance Evaluation System)
MCO P1610.12 (Marine Corps Counseling Program)
MCO P1050.3 (Leave and Liberty)
MCO P1000.6 (Assignment, Classification, and Travel System Manual (ACTSMAN))
MCO 1320.11 (Sponsorship)
Bureau of Naval Personnel Instruction (BUPERSINST) 1610.10 (Navy Performance Evaluation and Counseling System)
Secretary of the Navy Instruction (SECNAVINST) 7220.81 (Leave Authorization)
Navy Military Personnel Manual (MILPERSMAN)
AFI 36-2402 (Officer Evaluation System)
AFI 36-2403 (The Enlisted Evaluation System)
AFI 36-2907 (Unfavorable Information File (UIF) Program)
AFI 36-3003 (Military Leave Program)
AFI 36-2110 (Assignments)
AFI 36-3208 (Administrative Separation of Airmen)
COMDTINST M1000.6 (United States Coast Guard Personnel Manual)

YES NO REMARKS: _____

- b. Does the MEPS have procedures in place to make liaison with the servicing military personnel centers for all branches of Services (i. e., contact telephone numbers and mailing addresses)?

YES NO REMARKS: _____

c. Is the MEPS/sector coordinating with the HQ USMEPCOM (MHR-PE) and appropriate servicing personnel center to update the military personnel data system? (DA Pam 600-8-1, OPNAVINST 1000.23A, and MCO P5000.14C)?

YES NO REMARKS:_____

d. Does the MEPS/sector submit pay and leave related transactions on transmittal documents through the servicing personnel center to the servicing finance and accounting office?

YES NO REMARKS:_____

e. Does the MEPS/sector have a standing operating procedures (SOP), to include contact telephone numbers for all Services, for casualty procedures and the reporting of casualty information?

YES NO REMARKS:_____

f. Does the MEPS/sectors have a system in place to ensure performance evaluation reports are submitted on time and when required? (AR 623-105/AR 623-205/BUPERSINST 1610.10/AFI 36-2402/AFI 36-2403/MCO P1610.8 and COMDTINST M1000.6)

YES NO REMARKS:_____

g. Does the MEPS/sector have an active sponsorship program?

YES NO REMARKS:_____

h. Does the MEPS/sector have a program in place to ensure timely submissions of awards?

YES NO REMARKS:_____

B-5. Supersession

This checklist replaces the checklist in IMC 1 to USMEPCOM Reg 600-15 (Casualty Reporting) released 25 Jan 99.

B-6. Comments

Help make this a better tool for evaluating management controls. Submit comments to HQ USMEPCOM, ATTN: MHR-PE, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

B-7. Use of DA Form 11-2-R

DA Form 11-2-R (Management Control Evaluation Certification Statement) is designed to document any management control evaluation. Evaluations at the MEPS must be documented on this form (see fig. B-1). To use the form, just fill in the appropriate blocks. The assessment unit is the MEPS section or topic reviewed (e.g., processing, medical, preenlistment interview, drug and alcohol testing, Human Immunodeficiency Virus, temporary duty, etc.). The methodology used to conduct the evaluation(s) could be the management control evaluation checklist(s) or whatever method used to review the area listed in block 3. The next block lists who completed the evaluation and when it was conducted. The completion of the remarks block is self explanatory. The certification is made by the person in charge of the area evaluated.

MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT For use of this form, see AR 11-2; the proponent agency is ASA(FM).		1. REGULATION NUMBER USMEPCOM Reg 600-23
		2. DATE OF REGULATION ddmmyy
3. ASSESSABLE UNIT Area being reviewed or evaluated		
4. FUNCTION The specific item(s) being reviewed or evaluated		
5. METHOD OF EVALUATION (<i>Check one</i>)		
<input checked="" type="checkbox"/> a. CHECKLIST		b. ALTERNATIVE METHOD (<i>Indicate method</i>)
APPENDIX (<i>Enter appropriate letter</i>) J		
6. EVALUATION CONDUCTED BY		
a. NAME (<i>Last, First, MI</i>) Doe, Cooper D.		b. DATE OF EVALUATION ddmmyy
7. REMARKS (<i>Continue on reverse or use additional sheets of plain paper</i>)		
a. All evaluations must be supported by specific documentation. At a minimum, supporting documentation must clearly indicate: <ul style="list-style-type: none"> - Who conducted the evaluation. - The date of the evaluation. - The methods used to test key management controls (management evaluation control checklists, spot checks, paperwork reviews, etc.). - What management control material weakness, if any, were detected (discrepancies). - What corrective actions were taken. 		
b. Reporting organizations (MEPS, sector, directorate) must maintain copies of their annual statements, along with complete supporting documentation.		
c. Organizations tracking material weaknesses must maintain documentation on:		
<ul style="list-style-type: none"> - Status. - Effectiveness of corrective actions. - Validation of corrective actions. 		
d. Retention of documentation must be in accordance with the modern army recordskeeping system:		
<ul style="list-style-type: none"> - Assessable units (MEPS, sector, directorate) retain most recent management control evaluation. - Reporting organizations (MEPS, sector, directorate) retain annual statements and supporting documents for 2 years. - Reporting organizations (MEPS, sector, directorate) retain material weaknesses for 2 years. 		
8. CERTIFICATION		
I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Management Control Process. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions (<i>if any</i>) are described below or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.		
a. ASSESSABLE UNIT MANAGER		
(1) Typed Name and Title John A. Doe, Commander		b. DATE CERTIFIED ddmmyy
(2) Signature John A. Doe		

DA FORM 11-2-R, JUL 94

EDITION OF JAN 94 IS OBSOLETE

USAPPC V2.00

Figure B-1. Sample of a completed DA Form 11-2-R

Appendix C
Instructions for Preparing USMEPCOM Form 600-23-5-R-E

USMEPCOM Form 600-23-5-R-E may be obtained from the USMEPCOM Electronic Pubs/Forms Library and reproduced on 8 ½ by 11-inch plain white bond paper. To complete the form, see the instructions below.

1. Name. Self explanatory.
2. SSN. Self explanatory.
3. Grade/On promotion list. Self explanatory.
4. ETS/EAOS/EAS/DOS Date. ETS (Army) Expiration Term Service/EAOS (Navy) End of Active Obligated Service/EAS (Marine Corps) End of Active Service/DOS (Air Force) Date of Obligated Service.
5. Estimated Departure Date. Date estimated to depart present unit.
6. Estimated Arrival Date. Date estimated to report to USMEPCOM after travel, leave, etc.
7. Height. Self explanatory.
8. Weight. Self explanatory.
9. % Body Fat. Only if over Service weight standard.
10. Education level. High school graduate, college education, or degree held.
11. Marital Status. Single, married, divorced, separated, or widowed.
12. Spouse's First Name. Wife/husband's first name.
13. Children. Name of all children, to include age and sex.
14. Current Mailing Address. Mailing address at present residence to include ZIP code.
15. Commercial Work Number/Home Number. Self explanatory, include area code.
16. Leave Address and Phone Number. Address and telephone number of the place where you will be on leave, include area code.
17. Losing commander's certification. Commander's certification that the member is eligible and meets the criteria for assignment to USMEPCOM.

Appendix D

Instructions for Completing DA Form 638

DA Form 638 may be obtained from the World Wide Web and reproduced on 8 ½ by 11-inch plain white bond paper. This two-page form should be printed head-to-head. To complete the form, see instructions below.

1. TO. Type "Award Approval Authority."
2. FROM. Type "Commander, (specific) MEPS, city, State, ZIP Code."
3. DATE. Self explanatory.
4. NAME. Self explanatory. Spell exactly as required on certificate/order.
5. RANK. Self explanatory.
6. SSN. Self explanatory.
7. ORGANIZATION. Type "US Military Entrance Processing Command."
8. PREVIOUS AWARDS. Self-explanatory.
9. BRANCH OF SERVICE. Self explanatory.
10. RECOMMENDED AWARD. Self explanatory. JetForm will not allow overrides; this must be left blank until printed. Once printed, hand write or type the recommended award (i.e., DMSM, JSCM, or JSAM) and number of oak leaf clusters if applicable.
11. PERIOD OF AWARD. Self explanatory.
12. REASON FOR AWARD.
 - a. Indicate ACH, SVC, PCS, ETS, or RET: Self explanatory.
 - b. Interim Award. Check No. There are no interim awards for joint awards.
13. POSTHUMOUS. Self explanatory.
- 14 through 19. RECOMMENDER DATA. Self explanatory.
20. ACHIEVEMENTS. Self explanatory
21. PROPOSED CITATION. Type "See Attached."
22. CERTIFICATION. Signed by the same person who signs block 23.
23. INTERMEDIATE AUTHORITY. MEPS Commander/Division Chief signs. Personal remarks are encouraged to be handwritten in comment section.
24. INTERMEDIATE AUTHORITY. Sector commander (for JSCM or above)/director signs. Personal

remarks are encouraged to be handwritten in the comment section.

25. INTERMEDIATE AUTHORITY. Commander, USMEPCOM (for DMSM) signs.

26. APPROVAL AUTHORITY. Sector commander signs for JSAM; Commander, USMEPCOM, signs for JSCM; CG, USA TRADOC signs for DMSM.

27 through 31. Not Used. Orders are published by memorandum for joint awards.

RECOMMENDATION FOR AWARD <small>For use of this form, see AR 600-8-22; the proponent agency is ODCSPER</small>			
For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.			
1. TO US TRADOC	2. FROM Commander MEPS Chicago, Des Plaines, IL 60018-1960	3. DATE 7-9-99	
PART I - SOLDIER DATA			
4. NAME Doe, John J.	5. RANK Sergeant	6. SSN 000-00-0000	
7. ORGANIZATION United States Military Entrance Processing Command	8. PREVIOUS AWARDS None		
9. BRANCH OF SERVICE USMC	10. RECOMMENDED AWARD MSM	11. PERIOD OF AWARD a. FROM 950101 b. TO 990101	
12. REASON FOR AWARD 12a. INDICATE ACH, SVC, PCS, ETS, OR RET ETS		13. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
12b. INTERIM AWARD YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IF YES, STATE AWARD GIVEN			
PART II - RECOMMENDER DATA			
14. NAME Jones, Jane		15. ADDRESS TCO, MEPS Chicago, Des Plaines, IL 60018-1960	
16. TITLE/POSITION Testing Officer	17. RANK Capt		
18. RELATIONSHIP TO AWARDEE Officer-in-Charge		19. SIGNATURE Jane Jones	
PART III - JUSTIFICATION AND CITATION DATA <small>(Use specific bullet examples of meritorious acts or service)</small>			
20. ACHIEVEMENTS ACHIEVEMENT #1 List achievements			
ACHIEVEMENT #2			
ACHIEVEMENT #3			
ACHIEVEMENT #4			
21. PROPOSED CITATION "See attached."			

DA FORM 638, NOV 94

REPLACES DA FORM 638-1.
PREVIOUS EDITIONS OF DA FORM 638 ARE OBSOLETE.

USAPPC V6.00

Figure D-1. Sample of a completed DA Form 638

NAME Doe, John J.		SSN 000-00-0000	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE ddmmvv	
23. INTERMEDIATE AUTHORITY	a. TO Sector Commander	b. FROM MERS Commander	c. DATE
d. RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO: DOWNGRADE TO:	
e. NAME Smith, Joe		f. RANK Major	
g. TITLE/POSITION Commander		h. SIGNATURE	
i. COMMENTS Handwritten comments			
24. INTERMEDIATE AUTHORITY	a. TO HQ USMEPCOM	b. FROM Sector Commander	c. DATE ddmmvv
d. RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO: DOWNGRADE TO:	
e. NAME Anderson, Mike		f. RANK Col	
g. TITLE/POSITION Commander		h. SIGNATURE	
i. COMMENTS Handwritten comments			
25. INTERMEDIATE AUTHORITY	a. TO US TRADOC	b. FROM HQ USMEPCOM	c. DATE ddmmvv
d. RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO: DOWNGRADE TO:	
e. NAME Davis, David		f. RANK Col	
g. TITLE/POSITION Commander		h. SIGNATURE David	
i. COMMENTS Handwritten comments			
26. APPROVAL AUTHORITY	a. TO US TRADOC	b. FROM	c. DATE
<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND UPGRADE TO: DOWNGRADE TO:	
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ Not used		27b. PERMANENT ORDER NO.	31. DISTRIBUTION
28a. NAME OF ORDERS APPROVAL AUTHORITY		28b. RANK	
28c. TITLE/POSITION		28. APPROVED AWARD	
28d. SIGNATURE		30. DATE	

REVERSE, DA FORM 638, NOV 94

US ARPC 00-00

Figure D-1. Sample of a completed DA Form 638 – continued

Joe Smith

Mike Anderson

Glossary

Section I ***Abbreviations***

AFI

Air Force Instruction

ALNAV

All Navy

AR

Army regulation

BUPERS

Bureau of Naval Personnel

CAO

casualty assistance office(r)

COMDTINST

Coast Guard Commandant Instruction

DA

Department of the Army

DMSM

Defense Meritorious Service Medal

DSSM

Defense Superior Service Medal

DOD

Department of Defense

DOR

date of rank

HAF

Headquarters, Air Force

HQ AFPC

Headquarters, Air Force Personnel Center

HQMC

Headquarters Marine Corps

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

IAW

in accordance with

JSAM

Joint Service Achievement Medal

JSCM

Joint Service Commendation Medal

MARADMIN

All Marine administrative message

MCO

Marine Corps Order

MEPS

military entrance processing station

MSM

meritorious service medal

NAVPERS

Naval personnel

NCO

noncommissioned officer

NOK

next of kin

NPC

Navy personnel center

PCS

permanent change of station

PIMS

Personnel Information Management System

SEA

senior enlisted advisor

SIDPERS

Standard Installation/Division Personnel System

SIR

serious incident report

SOP

standing operating procedures

29 December 1999
23

USMEPCOM Reg 600-

STEP

stripes for exceptional performers

TRADOC

Training and Doctrine Command

USAF

United States Air Force

USCG

United States Coast Guard

USMC

United States Marine Corps

USMEPCOM

United States Military Entrance Processing Command

USN

United States Navy